i4see and NHSEIS Reconciliation

For assistance, contact Terry Hersh at <u>Terry.Hersh@doe.nh.gov</u> or 603-271-3775.

Description

The Department of Education is integrating the i4see system with the NHSEIS system so that student SASIDs, names and key demographics are synchronized between the two systems. The i4see system will be the official source for this information.

To implement this new integration we must first ensure all records are reconciled.

To support this effort, we ask that you view a new report on the i4see workbench and for any of the anomalies that have been identified and *correct the data in the system that is incorrect*. (Please see your district i4see coordinator for assistance. A list of i4see contacts can be found on the Department website at: https://my.doe.nh.gov/Profiles/PublicReports/PublicReports.aspx?ReportName=i4seeContacts.)

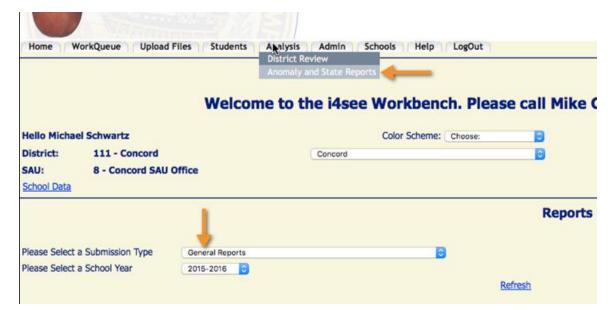
To View the Report

Login to i4see

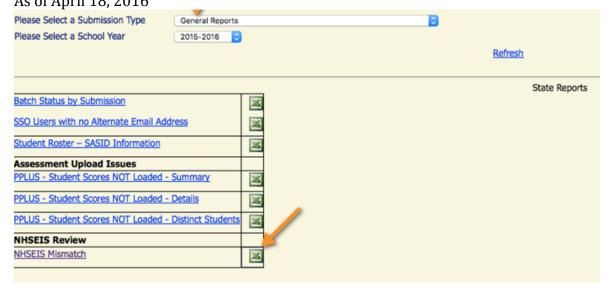
Choose: Analysis-Anomaly and State Reports

Select: General Reports

Click: on the Excel link for "NHSEIS Mismatch" report.



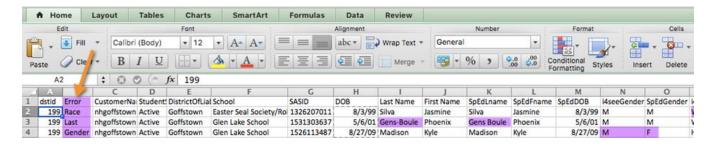
NH Department of Education As of April 18, 2016



Review the Report

Please review the report. An *Error* column is included to assist in identifying data discrepancies between the two systems. For example, in the sample below, the second row has an error code of "Last" indicating a mismatch in the student's last name which is hyphenated name in one system whereas the other has a space. In the third row, the gender does not match. *Note: Only students with discrepancies will be included in the report.*

Sample file:



For each mismatch, make the necessary corrections in NHSEIS or i4see as appropriate, so that the two systems match.

When you have completed your review, please email Terry Hersh at <u>Terry.Hersh@doe.nh.gov</u>. <u>ALL discrepancies must be reconciled by May 20th</u> in order to proceed with this integration process.

Thank you!